

1. Submitting Status Reports

E-GMS allows subgrantees to submit **Status Reports** to the Washington Military Department. From the **Start Menu** click on the applicable grant link-this takes you to the **Grant Menu** page as displayed in Figure 19. To begin the process of preparing a status report, select the report you want to submit from the drop down box under the section titled Status Reports. See Figure 20 below. Next click on the **Create** link.

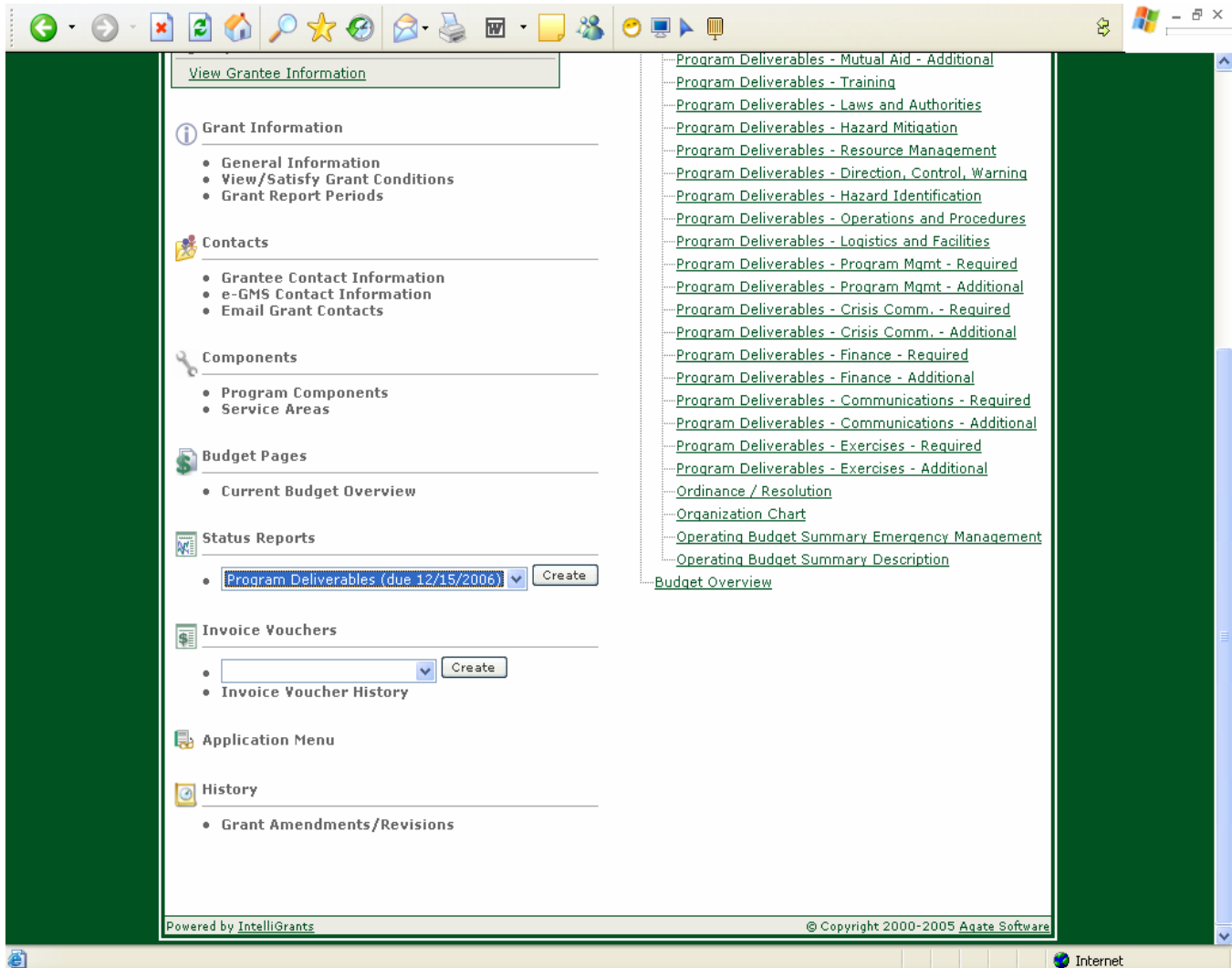


Figure 20

You will then be taken to the Report menu where you complete your report, check it for errors and submit it to the department.

1.a. Report Menu

To begin your Agency's status report, under the label **Grant Report: Forms** click on the related **Grant** link.

The screenshot displays the e-GMS (Electronic Grant Management System) interface. At the top, the logo for the Military Department e-GMS is visible. The system is identified as EMPG-2006-Applican-00-00-00-00209, with the Grantee being Applicant #1, Status Award Executed, and Access Level Grant Agency Officer. The user is logged in as Applicant #1 Tester. The main navigation menu includes Start Menu, Agency Info, Grant Menu, and Report Menu. The Report Menu is currently selected, showing a Grant Report for the same grant number. The report details include a General Information section with Report Title: Program Deliverables, Status: Status Report Initiated, Due Date: 12/15/2006, and Period: 01/01/2005 - 12/31/2006. A 'Check Errors' button is present. On the right, the 'Grant Report: Forms' section is highlighted, showing a 'Final report' status of 'No' and a link to 'EMPG - Program Deliverables Report'. A legend indicates the current page is the 'Last Page Visited'.

Grant #: EMPG-2006-Applican-00-00-00-00209
Grantee: Applicant #1
Status: Award Executed
Access Level: Grant Agency Officer

Start Menu | Agency Info | Grant Menu | **Report Menu** | User: Applicant #1 Tester | Help | Logout

Grant Report [Submit] [Delete]

Grant #: EMPG-2006-Applican-00-00-00-00209

General Information

Report Title: Program Deliverables
Status: Status Report Initiated
Due Date: 12/15/2006
Period: 01/01/2005 - 12/31/2006

Check Errors

Final report: ☐ Yes ☒ No

Grant Report: Forms

[Collapse Entire Tree](#)

[EMPG - Program Deliverables Report](#)

Legend:

Application Form ← Last Page Visited

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Figure 21

1.b. EMPG – Program Deliverable Report

Complete the status report describing how your agency is progressing with each deliverable outlined on the application. Once all information is input click the **Save** button.

The screenshot shows a web browser window displaying the "EMPG - PROGRAM DELIVERABLES REPORT" form. The browser's address bar shows a URL starting with "http://". The form has a green header bar with the title "EMPG - PROGRAM DELIVERABLES REPORT" and buttons for "Save", "Clear", and "View PDF". Above the form, there is a "Return to Previous Page" link and a "Check for Errors" button with a note that "*" = Required Field. Instructions state: "Please complete the information below. For further instructions, please click the Help icon in the upper right hand corner of the page." The form contains eight numbered sections, each with a text input field and a character count: "00 of 2000 Characters".

1. **Planning**
2. **Mutual Aid**
3. **Training**
4. **Laws and Authorities**
5. **Hazard Mitigation**
6. **Resource Management**
7. **Direction, Control, and Warning**
8. **Hazard Identification, Risk Assessment, and Impact Analysis**

Figure 22

To submit your report, return to the **Grant Menu** and click on the link that displays the report just completed. This takes you to the Report Menu where you may submit your report to WMD, see Figure 21. Also if this is a final report please click on the round 'radio' button **Yes**; otherwise, leave the **No** radio button marked.